

Al.1.582.

1989

PROFILE AND APPLICATION FOR
FINANCIAL ASSISTANCE TO
SPORT ASSOCIATIONS

Association Name:

OCT 12 1988

Please return to:

ALBERTA RECREATION AND PARKS
Recreation Development Division
8th Floor, Standard Life Centre
10405 Jasper Avenue
EDMONTON, Alberta
T5J 3N4

BY
MARCH 1st, 1989

APPLICATIONS RECEIVED AFTER THIS
DEADLINE MAY NOT BE CONSIDERED
FOR FUNDING



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DECLARATION BY APPLICANT

This application and financial statement have the approval of the **provincial** executive of the Association as indicated by the signatures below and is to the best of our knowledge complete and accurate in terms of the information requested and provided:

President

_____ (please print)

_____ (signature)

_____ (date)

Member

(Other than
Treasurer)

_____ (please print)

_____ (signature)

_____ (position if Applicable)

Member

(If appointed in
addition to President)

_____ (please print)

_____ (signature)

_____ (position if Applicable)

To whom should the cheque be sent? (please print)

Association: _____

Name: _____ Title: _____

Street: _____

City: _____ Postal Code: _____

PLEASE PROVIDE TWO (2) COPIES OF THE PROFILE DOCUMENT

IT IS EXTREMELY IMPORTANT THAT YOUR ASSOCIATION READ THE FOLLOWING BEFORE PROCEEDING:

INTENT OF THE PROGRAM

The Government of the Province of Alberta, through the Recreation Development Division and the Alberta Sport Council, recognizes that Provincial Sport Associations offer a wide range of sport opportunities for Albertans. Based on this vital function, the Division will provide **base-level** support to the Associations in the areas of administration, leadership development and program development. The Alberta Sport Council, as a Crown Corporation will assist Associations through **enrichment** funding in the technical areas of leadership development and participation development.

Before making application for financial assistance, an Association must meet the following requirements:

1. Each Provincial Sport Association must be a registered/incorporated body in accordance with Alberta Regulation 235/75 Schedule J.
2. Each Provincial Sport Association must present a three year comprehensive development plan and budget which covers the grant year and the two succeeding years.
3. Each Provincial Sport Association must be recognized by the Minister of Alberta Recreation and Parks as representing individuals in Alberta participating in that sport activity.

The provision of financial assistance from the Recreation Development Division and the Alberta Sport Council, is based on the assumption that Provincial Sport Associations are charged with the responsibility of promoting, developing and maintaining, a province-wide delivery system for their programs and services. Inherent in this, is the necessity to transfer leadership skills and technical expertise, and to provide accountability to members, funding agencies and the public at large.

This profile document, which each Provincial Sport Association will complete, includes information necessary for the Recreation Development Division to determine base-level support to Associations. In addition, information is requested which will allow the Alberta Sport Council to determine enrichment funding.

Input from many groups and organizations greatly assisted in development of the changes instituted in the Division's program and the programs offered by the Alberta Sport Council. Continuing opportunities for input will provide the data base for initiating further adjustment as these programs are operationalized in the next year.

GLOSSARY OF TERMS

Canadian Championships — are the recognized national competitions sanctioned by the national sport governing body, where the winners are declared the National Champions for particular events/age categories. Each competition must have the involvement of a minimum of six (6) of the provinces/territories within Canada.

Clinics — are program initiatives by Provincial Sport Associations in coordinating concentrated training and certification opportunities for coaches and officials.

Co-sponsorship — implies active participation in the organization and operation of programs, services, leadership opportunities, et cetera, in conjunction with other agencies.

Course conductors — are those members of an Association who conduct leadership opportunities which train program/activity leaders, coaches, etc.

Formally recognized — refers to an official and tangible form of acknowledgement/appreciation made on behalf of the Provincial Association to a member in recognition of his/her contribution as a volunteer to the Association.

Group/Club/League — is defined as having more than 5 people registered in the same locality, who are members of the Provincial Association.

Leadership Opportunities — are those activities that enhance the skill level of those individuals in a leadership capacity, e.g., officials and coaches clinics, executive development sessions, tournament sessions, etc.

Member — is an individual (or a group of individuals) who qualifies as a member as identified in the constitution and/or bylaws of the Association.

National, Regional, and Provincial (Developmental) Training Centres — is a program initiative by Provincial Sport Associations in identifying and initiating sport training centres in Alberta with the purpose of providing a comprehensive, high performance environment primarily for Alberta's top provincial, national, and international athletes.

Participant Opportunities — would include such activities as exposure clinics, competitions, seminars, workshops, etc.

Public education courses — are those courses in which the objective is to promote greater understanding and awareness of the sport activity of an Association.

Regions/Zones — are those geographical areas of the province as identified in the Association's constitution and/or bylaws. Representatives of the regions/zones must be actively involved in the determination of programs and policies for the Provincial Sport Association.

Significant volunteer service — refers to an **ongoing amount of time**, members of your Association provided in services to the Association, in the areas of program, administration or leadership. This service must have been performed free of charge except for reimbursement of expenses accrued in its performance (e.g., gas/mileage). It should represent a necessary service that under normal circumstances the Association would be obligated to provide with some monetary compensation. This could include coaches, officials, non-paid office staff, board members, parents, et cetera who are members and who volunteered on a local, regional and/or provincial level.

Sport Outreach — is a program initiative whereby Provincial Sport Associations provide sport opportunities in rural Alberta by providing qualified instructors to conduct participant clinics where interest or need has been shown.

Talent Identification — is a program initiative whereby Provincial Sport Associations actively engage in the identification of athletes who display the greatest potential for excellence in their sport.

Training Camps — is a program initiative by Provincial Sport Associations in co-ordinating concentrated training opportunities for the identification and training of athletes in the pursuit of excellence.

Training for High Performance Athletes — is a program initiative whereby Provincial Sport Associations actively develop and implement on-going training programs for their high performance athletes, operating as an extension to Talent Identification.

NOTE — Please answer all questions.

- Be as complete and accurate as possible.
- In this Profile, "last year" refers to the previous calendar year, January 1 to December 31, 1988.
- **Unmarked questions refer to compiled statistics of all your individuals clubs and groups, across Alberta.**
- *** Refers to questions applicable to the Provincial Association only.**

A. GENERAL INFORMATION

*1. Registered name of the Provincial Association: _____

☐ ☐ ☐
1

*2. Incorporated under (please check **one**)

Registration Number

☐ Alberta Societies Act

☐
4

☐ Other (please specify) _____

*3. Date of Incorporation:

☐ ☐ ☐ ☐
Year

☐ ☐
Month

☐ ☐ ☐ ☐
5
☐ ☐
9

*4. What is the Association's fiscal year?

_____ to _____
Month Month

☐ ☐ ☐ ☐
11 13

*5. Please enclose as an appendix, a statement of the purpose(s) of the Association **if amended within the past year.**

☐ Enclosed

☐
15

☐ Do not have a written statement of purpose(s)

☐ Same as last year

*6. Please enclose as an appendix, a copy of the Association's most current constitution and bylaws **if amended within the past year.**

7. Please enclose as an appendix, a mailing list of the Association's current executive and staff.

B. ADMINISTRATION

* 1. a) Is the Provincial Association affiliated with a National Association? (Please check **one** only)

☐ No, because there is no National counterpart

☐ No, although there is a National counterpart

☐ Yes

b) If Yes, provide the name and address of the National Association:

Name: _____

Address: _____

2. Which of the following statements best describes the distribution of groups and/or clubs associated with the Provincial Association?

☐ Located in 1 - 5 cities/towns/villages

☐ Located in 6 - 15 cities/towns/villages

☐ Located in 16 - 25 cities/towns/villages

☐ Located in 26 - 40 cities/towns/villages

☐ Located in 41 or more cities/towns/villages

* 3. **According to the Association's Constitution/By-laws**, into how many regions or zones is the Association subdivided? _____

4. Membership

Please indicate each membership category available through the Association. As well, please indicate the number of registered members as of December 31 of last year in each category (Please see note below).

Clubs	a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 19
Sum of individuals within these clubs	b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 22
Individual	c. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 28
Honorary	d. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 34
Associate	e. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 37
Corporate	f. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 40
Affiliated	g. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 43
Other (please specify)	h. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 46
TOTAL MEMBERSHIP (Sum of Lines b. c. d. & e.) _____		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 49

N.B. Please note, do **not** include individuals in more than one category.

*5. What was the total number of man years worked by the paid staff in the last year? One man year is equivalent to one person working full time for one full year. (Please estimate to the nearest 1/4 man year).

- ☐ No paid staff ☐
55
- ☐ 1/4 - 1/2 man year
- ☐ 3/4 man year
- ☐ 1 - 2 man years
- ☐ More than 2 man years

*6. Which of the following statements describes the Association? (Please check **all** appropriate statements and enclose as an appendix **all** items checked if recently amended or not previously submitted).

- ☐ Have written job descriptions for all the Association's executive members over and above the bylaws and/or constitution. ☐
56
- ☐ Have written code of ethics for the executive members, leaders and officials. ☐
57
- ☐ Have written job descriptions for the paid staff over and above the bylaws and/or constitution. ☐
58

*7. Which of the following statements best describes the Association's last written annual report?
(Please check **all** appropriate statements).

- ☐ No written annual report.
- ☐ President's report which is available to membership (please enclose as an appendix if not previously submitted).
- ☐ Compilation of committee reports which is available to membership (please enclose as an appendix if not previously submitted).

☐
59

*8. Please indicate the number of each of the following applicable meetings the Association held or attended in the past year.

Type of Meetings

Number of Meetings

PROVINCIAL

Annual General Meeting

Semi-A.G.M.

Board Meeting

Executive Meeting

Committee (Technical, Officials)

Planning Meeting

National Meeting

National Meeting Hosted (**in Alberta**)

International Meeting

International Meeting Hosted (**in Alberta**)

Other (please specify) _____

☐
60
☐
61
☐
62
☐
63
☐
64
☐
65
☐
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☐
67
☐
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☐
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☐
70
☐
71

*9. Which of the following statements best describes the Association?

- ☐ Address changes with the change in President
- ☐ Have a permanent mailing address
- ☐ Have a permanent office

☐
72

10. The recognition criteria for the 235/75 Schedule J program stipulates that the Association must communicate a minimum of three times annually with its membership on items of information which are specific to its activity.

What means did the Association use to communicate with its members? (e.g., newsletters, notices of meetings, etc.)

Method

Frequency

_____	_____
_____	_____
_____	_____

☐
73

C. LEADERSHIP

Leadership Development

1. In the past year, how many of the members were actively involved in the following positions for the Association? (Please be as accurate as possible).

Number

_____	Program/course instructors and/or conductors (those members of the Association who conduct leadership opportunities which train individuals to become program/activity leaders, coaches, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Association directors and/or executives (at the Provincial and Local Level)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Coaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1
5
9
13

- *2. Which of the following resource materials did the Association produce and/or make available in the last year?

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	Newsletter (published at least twice in the last year)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Brochure and/or poster	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Leadership manuals (instructors, leaders, coaches, umpires)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Regulation manuals (program standards, rule books)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Audio-visual presentations	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify) _____	<input type="checkbox"/>
		_____	<input type="checkbox"/>
		_____	<input type="checkbox"/>

17
18
19
20
21
22
23
24

3. Please indicate the types of organizational development courses that the Association hosted and/or sponsored/co-sponsored members to attend in the past year.

Type of Course

Time Management	_____	<input type="checkbox"/>	25
Marketing	_____	<input type="checkbox"/>	26
Financial Management	_____	<input type="checkbox"/>	27
Short and Long-term Planning	_____	<input type="checkbox"/>	28
Leadership and Group Dynamics	_____	<input type="checkbox"/>	29
Motivating Other Volunteers	_____	<input type="checkbox"/>	30
Budgeting	_____	<input type="checkbox"/>	31
Fund Raising	_____	<input type="checkbox"/>	32
Effective Meetings	_____	<input type="checkbox"/>	33
Others (please list)	_____	<input type="checkbox"/>	34
_____	_____	<input type="checkbox"/>	35

4. Please indicate the level of National Coaching Certification Program, the type, and total number of courses the Association hosted or sponsored/co-sponsored members to attend during the past year.

Level of Course	Type of Course			Total Number of Courses	
	Theory	Technical	Practical		
Level 1	_____	_____	_____	_____	<input type="checkbox"/>
Level 2	_____	_____	_____	_____	<input type="checkbox"/>
Level 3	_____	_____	_____	_____	<input type="checkbox"/>
Level 4	_____	_____	_____	_____	<input type="checkbox"/>
Level 5	_____	_____	_____	_____	<input type="checkbox"/>
Courses for Course Conductors	_____	_____	_____	_____	<input type="checkbox"/>
					<input type="checkbox"/>

5. Please indicate the number of each type of other Coaching Development courses the Association hosted or sponsored/co-sponsored members to attend in the past year.

Type of Course**Number of Courses**

Guest/Master Coach

☐
43

Coaching Clinics

☐
44

Seminars/Workshops

☐
45

Others (please specify)

☐
46

☐
47

☐
48

6. Please indicate the number of each type of Officials Development course the Association hosted or sponsored/co-sponsored members to attend in the past year.

Type of Course**Number of Courses**

Local Level

☐
50

Provincial Level

☐
51

National Level

☐
52

International Level

☐
53

Guest/Master Official

☐
54

Seminars/Workshops

☐
55

Rules/Regulations Clinics

☐
56

Others (please list)

☐
57

☐
58

☐
59

7. Please indicate the number of other **leadership** courses the Association hosted and/or sponsored/co-sponsored members to attend in the past year.

Type of Course**Number of Courses**

Introductory Leadership Courses
(e.g., Sport Outreach Follow-up Clinics)

Athletic First Aid

Other (please specify)

☐
60

☐
61

☐
62

☐
63

- * 8. The recognition criteria for 235/75 Schedule J program stipulates that the Association must provide leadership opportunities in at least three locales in the Province. Please identify three leadership opportunities the Association has provided to its members in the past year. (See Glossary page 3)

Leadership Opportunities**Where**

☐
64

D. PROGRAM**In Province**

1. What types of sanctioned competitions, **hosted by the Association**, have out-of-province participants attended? Please indicate the number of sanctioned competitions for **each** category.

Type of Competition**Number of Competitions**

Western Canadian

National

International

Invitational

☐
1

- * 2. What type of competitions has the Association sanctioned during the past year? Please indicate the number of competitions sanctioned in each category?

Type of Competition**Number of Competitions**

Local

Regional/Zone

Provincial

☐
2

☐
3

☐
4

Out of Province

3. Which of the following types of sanctioned competitions did the Association send participants to during the past year? Please indicate the number of competitions you sent participants to in each category.

Type of Competition**Number of Competitions**

Western Canadian

National

International

Invitational

☐

5

☐

6

☐

7

☐

8

4. Did the Association assist any of the following groups outside of the Association to develop programs specific to its sporting activity in the last year? (e.g., Edmonton Rec. Board — worked in cooperation to provide a technical workshop for summer staff).

Yes No

☐ ☐ Individuals (i.e., professionals, consultants, etc.)

Example: _____

☐

9

☐ ☐ Clubs and/or Organizations

Example: _____

☐

10

☐ ☐ Educational Institutions

Example: _____

☐

11

☐ ☐ Other Provincial Associations and/or Federations

Example: _____

☐

12

☐ ☐ Municipal Recreation Boards

Example: _____

☐

13

☐ ☐ Private Sector

Example: _____

☐

14

☐ ☐ Other

Example: _____

5. a) How many members of the Association provided "significant volunteer service" to the Association? (definition page 3)

total number of volunteers _____

- * b) How many of the members, who provided volunteer service for the Association in the past year, were "formally recognized" by the Association? (definition page 3)

total number recognized _____

6. What are the age categories of those members of the Association who were **participants** in those programs that were offered by the Association. Only indicate those age categories where more than 5 individuals have actively participated. (Do not include those who coached or organized those programs.)

Yes No

☐ ☐ Under 12 years☐ ☐ 12 - 18 years☐ ☐ 19 - 25 years☐ ☐ 26 - 45 years☐ ☐ 46 - 55 years☐ ☐ 56 - 64 years☐ ☐ 65 or more years

7. a) Are **all** aspects of the activity programs of the Association available to participants of both genders (e.g., coaching, training, etc.)

Yes ☐ No ☐

- b) If yes, please give an approximate % breakdown of participants.

Females _____ % Males _____ %

- * 8. Did the Association have a Talent Identification Program last year? (definition page 3)

Yes ☐ No ☐

9. Did the Association participate in a Sport Outreach Program last year? (definition page 3)

Yes ☐ No ☐☐
15☐ ☐ ☐ ☐ ☐
16☐ ☐ ☐ ☐ ☐
21☐
26☐
27☐
28☐
29☐
30☐
31☐
32☐
33☐ ☐
34☐ ☐
36☐
38☐
39

10. Did the Association host or co-host any Training Camps this past year? (definition page 3)

Yes ☐ No ☐

If Yes, please indicate number of camps _____

11. Did the Association sponsor or co-sponsor a Training Centre for athletes in Alberta? (definition page 3)

Yes ☐ No ☐

12. Did the Association have a specific Training Program for High Performance Athletes? (definition page 3)

Yes ☐ No ☐

13. PERFORMANCE AT CANADIAN CHAMPIONSHIPS

A number of associations have expressed the concern that the successful performance of their athletes at national championships is, at least in part, a measure of the effectiveness of their association. Yet, nowhere in the current Profile document are associations credited for this performance.

Before we can design a question(s) for future Profiles which would enable associations to logically and objectively reflect this success and subsequently receive due credit, the Department requires additional background information. You are requested to provide as accurately and completely as possible, responses to the following questions.

1. Please provide a list of all sanctioned **Canadian Championships** in which your association participates. (i.e. age categories/events, male/female, etc.) (definition page 3)
2. How did Alberta place overall in each of these competitions in comparison to other participating provinces/territories (e.g. Placed 3rd out of 7 provinces/territories)?
3. Do you feel that these results are an accurate reflection of the effectiveness/development of your association?

Yes ☐ No ☐

Why/Why not? _____

* 14. Did the Association operate any general promotional/public education programs in the last year?

Yes ☐ No ☐

☐
46

If yes, please describe briefly.

* 15. Please list the known dates of the major events of the Association for 1989.

Event	Date	Location
Annual General Meeting	<hr/>	<hr/>
Semi A.G.M.	<hr/>	<hr/>
Planning Seminar	<hr/>	<hr/>
Provincial Games/Competition	<hr/>	<hr/>
National Games/Competition	<hr/>	<hr/>
International Games/Competition	<hr/>	<hr/>
Other (please specify)	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

* 16. Was the Association involved in any programs that are beyond its regular operations? (e.g. Exchange Programs, Western Canada Games, operation of facilities, technical and/or research advancements, etc.)

Yes ☐ No ☐

☐
47

Please identify

- Place

- 49

E. THREE YEAR DEVELOPMENT PLAN

A comprehensive development plan should consider all aspects of the Association's operation. This would include all administrative, leadership and program functions. On-going planning is a process which is necessary and fundamental for any organization to function efficiently and effectively. An organization will function more efficiently if it knows what its goals are and what is required to achieve them. Planning allows an organization to effectively carry out its day to day activities as well as look beyond the present in order to develop new directions for the future.

Please enclose an updated Three Year Development Plan (including budgets) for the Association projecting the next three years of operation. Associations should ensure that the period from April 1, 1989 to March 31, 1990 is included in the plan. Please note, a good Three Year Development Plan should contain the following items:

☐ ☐
50

- a) Who participated in its development.
- b) Statement on the achievements of the previous year and a note as to whether or not they were in line with projections made in the past year's Development Plan. Please be specific when outlining the Association's achievements in each of the three areas: administration, leadership, and program. This should include a comparison of the Association's past year's budget projections, and actual expenditures.
- c) Mission statement (purpose of the Association).
- d) The Association's major goals, objectives, action plans and budget projections in the areas of:
 - i) Administration
 - ii) Leadership
 - iii) Program
 for the next three years (1989 to 1991).
- e) Complete Three Year Budget for the Association which should be drawn from the figures outlined in the Development Plan.

The Department's assessment of the Three Year Development Plan attempts to determine the development of each Association by considering goals, objectives, action plans and budget projections for the upcoming three years. Emphasis will be placed on the Association's assessment of its past year's accomplishments and the reality of its future plans. In the development of a comprehensive plan, Associations should include specific details concerning program activity date, locations and individuals responsible. This information will provide the Association with detailed guidelines for the upcoming year.

☐
52

☐ ☐ ☐ ☐ ☐ ☐ ☐
53

Specifically, the Three Year Development Plan will be assessed as follows:

- a) The process (member participation) of its development.
- b) The degree to which the Association was able to accomplish/complete major goals and objectives and adhere to budget projections as outlined in the last year's Development Plan (past performance).
- c) The capability of the Association to undertake and complete the projects outlined in the three year development (its reality).
- d) The presentation — clarity, neatness, and continuity.
- e) Completeness of the projected budget.

NOTE: You are requested to provide TWO (2) copies of both the Profile document and the Three Year Development Plan and budget.

General Scoring

All submissions by all Associations are scored. The profile contents represent 50% of an Association's total score; the 3 Year Plan represents the other 50% of the total score. Of the Three Year Plan score, 40% represents the analysis of the past year's achievement; the projected plans represent 60% of the Three Year Plan Score.

ASSOCIATION PROFILE

FINANCIAL STATEMENT AND SCHEDULES:

The financial statement on page 20 is to be completed by **ALL** Associations, and must reflect the period of January 1 to December 31, 1988 OR **the fiscal year of the Association.**

In addition, Associations must submit statements audited by an outside accountant or by 2 appointed members of the Association other than the treasurer including

- a) a statement which indicates the expenditures of the Association in the areas of Administration, Leadership and Program

OR

- b) Schedules 1, 2 and 3 found on pages 21, 22 and 23.

PLEASE NOTE: In either instance, the original signatures of **two** members of the Association must appear on the "Declaration By Applicant" page 1. It is assumed that the individuals endorsing the Declaration, do so with the understanding that they are attesting to the accuracy of their statement, and that it has the approval of the provincial executive of the Association.

Should the Minister question any information, the Department may ask for additional data to support your statement. **Therefore, please retain all records of the Association.**

PROJECTED SELF GENERATED REVENUE

Association _____

Fiscal Year _____ to _____
Month Month☐ ☐ ☐
60

For Associations that decide to report on their fiscal year and the financial information is being submitted after March 1, 1989, the following information on self-generated funds is necessary.

Please refer to the "Profile Financial Statement" page for clarification regarding revenue that the Department considers to be self-generated. Self-generated funds are revenue coming from sources other than government and Crown agencies.

This information is to be indicative of the fiscal year of the Association. To arrive at an accurate estimate of self-generated funds, the Association may have to consider the remainder of their current fiscal year.

Please estimate in which category the Association's self-generated funds will fall:

- ☐ 0% to 50% of the 1988 Recreation & Parks Annual Grant
- ☐ 51% to 75% of the 1988 Recreation & Parks Annual Grant
- ☐ 76% to 100% of the 1988 Recreation & Parks Annual Grant
- ☐ 101% to 200% of the 1988 Recreation & Parks Annual Grant
- ☐ 201% to 500% of the 1988 Recreation & Parks Annual Grant
- ☐ greater than 500% of the 1988 Recreation & Parks Annual Grant

This information is part of the profile document and by signing the "Declaration By Applicant", you are attesting to its accuracy.

Name of Association _____

1989 PROFILE FINANCIAL STATEMENT

For Fiscal Year Ending _____
day / month / year

Box 1

1988 advance \$ _____

1988 balance \$ _____

Total 1988 grant \$ _____

REVENUE:

A. Alberta Recreation and Parks Grant:

* _____
1987 balance

* _____
1988 advance

* _____
1988 balance

* _____
1989 advance

Subtotal A \$ _____

* if received during fiscal year of this report

B. Other Government Grants:

Special Grant \$ _____

Hosting Grant \$ _____

Alberta Sport Council Grant \$ _____

_____ \$ _____

_____ \$ _____

Subtotal B \$ _____

C. Self Generated Funds:

Donations \$ _____

Fund Raising Projects (Net proceeds) \$ _____

Membership Fees \$ _____

Program Fees \$ _____

Course Fees \$ _____

Sales and Rentals \$ _____

Other:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Subtotal C \$ _____

NOTE: Subtotal C must be equal to or greater than 50% of Box 1.

Total Revenue \$ _____

EXPENDITURES:

Administration (Schedule 1) \$ _____

Leadership (Schedule 2) \$ _____

Must be equal to or greater than 15% of Box 1

Program (Schedule 3) \$ _____

Must be equal to or greater than 15% of Box 1

Total Expenditures \$ _____

Balance \$ _____

SCHEDULE 1

EXPENDITURES:

1) ADMINISTRATION

The following expenses can be included under this category:

- a) Payment of salaries, wages and subsistence allowances to staff.
- b) Payment of office expenses, i.e., rental of office, purchase of office supplies.
- c) Advertising the programs of the Association.
- d) Sending executives and staff to conventions, meetings and similar events.

CODE	ITEM	
150	Wages, Clerical Staff	\$ _____
155	Expenses, Clerical Staff	\$ _____
160	Advertising	\$ _____
165	Rent of Office Space	\$ _____
170	Office supplies	\$ _____
175	Travel Expenses, Staff and Executive	\$ _____
180	Liabilities (Specify) _____	\$ _____
199	Other Administration Costs:	
Item _____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL:		\$ _____

SCHEDULE 2

EXPENDITURES:

2) LEADERSHIP

The following expenses can be included under this category:

- a) To stage courses and similar events designed to train and develop leaders.
- b) To develop and design resource materials to be used in promoting and developing the activity of Provincial Associations.

CODE	ITEM	
350	Instructors' Honoraria	\$ _____
360	Instructors' Expenses	\$ _____
365	Building Rental	\$ _____
370	Equipment Rental	\$ _____
380	Resource Supplies	\$ _____
385	Candidate Expense	\$ _____
390	Preparation of Resource Material	\$ _____
399	Other Leadership Expenses:	
Item _____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL:		\$ _____

SCHEDULE 3

EXPENDITURES:

3) PROGRAMS

The following expenses can be included in this category:

- a) Payment of expenses in sending individuals and teams to represent Alberta or Canada in the sport activity of the Association.
- b) Payment of expenses for staging championships, competitions or conferences.
- c) Purchase or renting equipment or facilities.
- d) For research, preparation of publications.
- e) Cost of hiring technical staff.
- f) Cost of training participants in the program.

CODE	ITEM	
250	Participants' Travel	\$ _____
260	Staging Competitions/Conferences	\$ _____
270	Building Rental	\$ _____
280	Equipment Purchase	\$ _____
290	Technical Staff Wages	\$ _____
295	Training Costs	\$ _____
299	Other Program Costs:	
Item _____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL:		\$ _____

CHECKLIST

The following checklist has been prepared as a reminder to Associations to include where applicable, the relevant/requested information **as a separate appendix**, in the 3-ring binder provided.

1. Declaration, (page 1) signed by appropriate members. ☐
2. Statement of purpose of Association (if amended within past year). ☐
3. Association's current constitution and bylaws (if amended within the past year.) ☐
4. Association's mailing list of current executive and staff. ☐
5. Job descriptions of executive, paid staff and/or executive code of ethics (if recently amended/not previously submitted). ☐
6. President's and/or committee reports (if not previously submitted). ☐
7. Information regarding performance at Canadian Championships. ☐
8. **Two** copies of the Three Year Development Plan and accompanying Three Year Budget. ☐
9. **Two** copies of the Profile Document. ☐
10. Audited financial statement. ☐
11. Request for Funding to Alberta Sport Council. ☐

